

# APPENDIX B

## TEST SECURITY AGREEMENT

### South Dakota End of Course Program

#### For District Personnel and Test Coordinators

The following Test Security Agreement is applicable to state-created End of Course Exams accessed through online testing or paper testing. **The Test Security Agreement is also applicable to district-created End of Course Exams used for the purpose of waivers for Credit-Before Grade Nine and Course Equivalency Exams.**

The District will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff. All persons who will have access to or assist with the administration of the online or paper End of Course Exams must read and sign the Test Security Agreement before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials.

**This agreement must be completed and forwarded to the South Dakota Department of Education before given access to the state-created End of Course Exams. The Agreement must be signed each year.**

Signed forms should be sent to:

Carla Leingang  
Assessment Specialist  
South Dakota Department of Education  
Office of Curriculum, Technology and Assessment  
700 Governors Drive  
Pierre, SD 57501

---

---

Date

---

(Title)

***This page must be signed by the appropriate official and forwarded to the South Dakota Department of Education, Office of Curriculum and Technology.*** Districts may make as many copies of the Test Security Agreement as necessary.

## APPENDIX B CONTINUED

### School Division Personnel Test Security Agreement (Including Examiners/Proctors)

I acknowledge that I will have access to the State-Created or District-Created End of Course Exams for the purpose of administering an End of Course Exam. I also acknowledge that I have read, understand, and agree to adhere to the Test Security Guidelines for the End of Course Exams. I understand these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will take all necessary precautions to safeguard all test materials by limiting access to persons within the school district to only those individuals who have a professional need to view the test.
2. I will not allow access to the test materials to any student or to any other person not so authorized to view the End of Course Exams.
3. The names of all persons having access to the materials will be kept on file.
4. Test materials will be kept secure until they are distributed to students for the purpose of administering the test.
5. I will not hand out access codes (log-in information) prior to the administration of the test.
6. All test tickets or access codes must be collected following the test administration.
7. All persons are prohibited from logging into Achievement Series (the Web-based application) posing as a student, current or fabricated, to view any state-created End of Course Exam.
8. I will not improperly review test items, copy or take notes about any part of the test.
9. I will not divulge the contents of the test to anyone.
10. I will not provide answers to test items or any other improper assistance to students.
11. I will not alter students' responses in any way.

*This Test Agreement may be photocopied.*

## APPENDIX B CONTINUED

### School Division Personnel Test Security Agreement (Including Examiners/Proctors)

12. In no case will students be permitted to remove test materials from the room where testing takes place.
13. Upon completion of testing, I will return all test materials to the designated test coordinator of the school district.
14. If applicable, I will destroy all electronic and unused paper copies of the test following testing.

Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the South Dakota Department of Education as an inappropriate use or handling of tests and will be treated as such.

**Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.**

**Please be sure to print, sign and return the Test Security Agreement to the appropriate test administrator before administering any End of Course Exams.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

District: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

*This Testing Agreement may be photocopied.*

# APPENDIX C

## GUIDELINES FOR CALCULATOR USE

**Students in all grades will be allowed to use permissible calculators.**

All students should have access to school-owned or student-owned calculators for use on the appropriate End of Course Exam. All students should be familiar with the calculator they are to use. Students may use any four-function, scientific, or graphing calculator, unless it has features described in the following **PROHIBITED** list. For models on the **PERMITTED WITH MODIFICATION** list, proctors will be required to modify some of the features of the calculator before it is used.

The following types of calculators are **PROHIBITED**:

- Pocket organizers
- Handheld or laptop computers
- Electronic writing pads or pen-input devices—*The Sharp EL9600 is permitted for use because it is not considered a pen-input device.*
- Calculators built into cellular phones or other wireless communication devices
- Calculators with a typewriter keypad (keys in QWERTY format) – *Calculators with letter keys **not** in QWERTY format are permitted.*
- Calculators with built-in Computer Algebra Systems – **Prohibited** calculators in this category include **all** calculators in **all** of the following series:
  - Casio CFX-9970G and Algebrafx2.0 have built-in Computer Algebra Systems.
  - Texas Instruments TI-89 and TI-92 (including TI-92 Plus). All calculators in the Texas Instruments TI-92 series are prohibited because they have QWERTY (typewriter) keyboards and built-in Computer Algebra Systems.
  - Hewlett-Packard HP-40G and HP-49G. Calculators in the Hewlett-Packard HP-38G series and HP-48G series may be used only if the infrared communications port is covered with heavy, opaque material.